

EXHIBITOR CHECKLIST & DEADLINES

Deadline	Item	Completed/Notes
Monday, 4 September	SPIE Office Closed	
Wednesday, 25 October	Submit a 10+ Hotel Rooms Sub-Block Request	
Friday, 10 November	SPIE Office Closed	
Wednesday, 15 November	Assign Names to 10+ Sub-Block Hotel Rooms	
Thursday, 9 November	Lead Retrieval – Advance Deadline	
Thursday-Friday 23-24 November	SPIE Office Closed	
Monday, 27 November	Advertising Insertion Order for Printed Programs	
Monday, 4 December	Co-Exhibitors Onsite Product Demonstrations Sponsorship Graphics Advertising Materials for Printed Programs Corporate Meeting Room Request	
Friday, 22 December	Lead Retrieval – Late Advance	
Monday, 25 December	SPIE Office Closed	
Wednesday, 27 December	Advanced Freight Warehouse Receiving Starts Advanced Hanging Signs to Warehouse Receiving Starts	
Friday, 29 December	Freeman Online Discount Price Laser Safety Check Request Certificate of Insurance Booth Activity Request Island-Peninsula Display Diagrams Exhibitor Appointed Contractor	
Monday, 1 January	SPIE Office Closed	
Friday, 12 January	Affiliate Space Request Security Services	
Friday, 5 January	Computer & Audio/Visual Advance Rate Hotel Reservations Deadline	
Monday, 15 January	SPIE Office Closed	
Tuesday, 16 January	Telephone/Internet Services	
Thursday, 18 January	Advanced Freight Warehouse Receiving Ends Advanced Hanging Signs to Warehouse Receiving Ends	